YMCA of GREENSBURG

JOB POSTING

Department Coordinator for Child Care and Summer Day Camp

RATE OF PAY: $27,000 - $29,000, a generous Paid Time Off (PTO) plan, a shared 12% retirement (7% employer and 5% employee), full medical benefits, free family membership, and generous program and childcare discounts.

HOURS PER WEEK: Full Time, required to work as early as 6:45 am and as late as 6 pm with some Saturday hours as needed.

REQUIREMENTS: An Associate’s degree in Early Childhood Education or related field with a minimum of five (5) years working experience with young children and a minimum of two (2) years in a management role.

APPLY:Send Resume to:

DCCC/YMCA

226 South Maple Avenue

Greensburg PA 15601

**Email:** kbraha@westmorelandca.org

**Fax:** 724-834-0669

**Apply online**: <http://greensburgymca.org/careers/job-postings/>

RESPONSIBILITIES: The Greensburg YMCA is looking for a Department Coordinator for Child Care and Summer Day Camp. This person should be an experienced child care professional who will work with our Child Care Director and Program Director to grow our school age childcare (Before and After School Enrichment - BASE) program, summer day camps in multiple locations, and our Early Childhood Learning Center (ECLC).

This individual should have experience with Keystone Stars, Department of Human Services and NAEYC accreditations. This position will require direct service as needed within our BASE program, within our ECLC, and will be able to support our Child Care Billing Specialist. Additionally, this position requires a passionate and professional individual who has proven leadership and interpersonal skills, supervisory excellence, and superb communication skills.

YMCA IS AN EQUAL OPPORTUNITY EMPLOYER